



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	August 21, 2013 6:30 P.M.
LOCATION	Sherwood Library/City Hall Conference Room A
FACILITATOR	Christine McLaughlin
NOTES TAKEN BY	Mary Madland

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	McLaughlin
2. Changes to Agenda	McLaughlin
3. Approval of Minutes	McLaughlin
4. Manager's Report	North
5. Other Business	McLaughlin
6. Adjournment	McLaughlin

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Amy Christie		Linda Henderson	X
Jack Hoffbuhr			
Christine McLaughlin		City Staff	
Liz Myers		Pam North	
Pat Reisinger			
Diana Stanley	X	Kristen Switzer	X
Coleen Swihart			
Conrad Thomason	X	Guests	
Bryce Keicher	X		

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:35 by Chair Christine McLaughlin

Approval of Minutes

The June minutes were approved unanimously.

Library Manager Report

Sherwood Public Library June 2013

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>32,081</u>	<u>35,729</u>	<u>-10.21% (22% Self-check)</u>
<u>Check in</u>	<u>22,854</u>	<u>25,900</u>	<u>-13%</u>

- New Library cards 167
- Volunteer hours 171 hours (equivalent to .99 FTE) / 28 volunteers

Monthly Activities

Thirty-three Baby, Preschool and Toddler Storytimes (640 children /442 adults = 1082 total)

Magazine Monday (free magazine giveaway)

Received Cultural Coalition of Washington County matching grant to fund Oregon Symphony Storytimes in February 2014 (Friend of the Library will supply matching funds)

06/01 Summer Reading Program Kick-Off (200 attendees)

06/01 Adult Summer Reading Program begins

06/04 City intern, Ashley Graff, shadows library staff

06/04 Library staff attends WCCLS-sponsored "Challenging Situations" workshop

06/05 "Find Your Happy" Workshop with Shannon Kaiser (6 attendees)

06/06 Teen Advisory Board (8 attendees)

06/08 Cruisin' Sherwood

06/12 Pajama Storytime (15 children/9 adults = 24)

06/13 City of Sherwood website unveiled – Library has migrated to new site

- 06/18 Summer Reading Program event – Reptile Man (300 attendees)
- 06/19 Library Advisory Board Meeting
- 06/22 Community Services Fair – Jenny Swanson & Jennifer Ortiz represented the Library and Community Services
- 06/24 Emporia State University practicum student, Neelima Nigam, begins project to continue through July.
- 06/25 Summer Reading Program event – Brad Clark (78 attendees)
- 06/28 Library All Staff Meeting

Class Visits & Tours

- Monday, June 3—St. Francis Catholic School (Media Center); 1 class (6th grade)
- Tuesday, June 4—Sherwood Charter School; 1st grade library tour—22 children, 7 adults (The 1st graders received library cards during this visit).
- Monday, June 10—St. Francis Catholic School; 2nd & 3rd grade library tour—40 children & 9 adults

Youth Services Contests

- Summer Reading Week 1 Guessing Game—181 participants (ages 17 & under)
- Summer Reading Week 2 Guessing Game—178 participants (ages 17 & under)
- Summer Reading Week 3 Guessing Game—204 participants (ages 17 & under)
- Summer Reading Week 4 Sherwood Ice Arena Raffle—172 participants (all ages)

Volunteer recruitment & training continues / New volunteers started shifts

Library staff attended various regional, City and WCCLS meetings: Latino Services, Policy Group, WACQO, Adult Summer Reading Program, Cataloging and WUG

**Sherwood Public Library
July 2013**

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	34,956	35,667	-2% (22% Self-check)
<u>Check in</u>	25,489	26,784	-5%

- New patrons registered (library cards) 122
- Volunteer hours 153 hours (equivalent to .88 FTE) / 23 volunteers

Monthly Activities

Thirty-one Baby, Preschool and Toddler Storytimes (651 children / 469 adults = 1120 total)

Magazine Monday (free magazine giveaway)

One Read To the Dogs session

07/02 Summer Reading Program event – Alex Zerbe, family comedy & entertainment (~230 attendees)

07/04 Library closed – Independence Day Holiday

07/09 Sherwood Robin Hood Festival's Maid Marians assist with storytimes

07/09 Summer Reading Program event – Mo Phillips, Rock 'n Roll Kindy (~250 attendees)

07/10 Library staff attends WCCLS-sponsored "Challenging Situations" workshop

07/10 Pajama Storytime (16 children/10 adults = 16 total)

07/13 Composting with Worms, OSU Master Gardener program (5 children/8 adults = 13 attendees)

07/16 Summer Reading Program event – Dragon Theater Puppets "I Dig Dinosaurs" (~250 attendees)

07/23 Summer Reading Program event – Buster's Red Nose Review "A Fool's Tools" (~250 attendees)

07/25 Bird Feeder Craftshop (20 children/12 adults = 32 attendees)

07/30 Summer Reading Program event – Jay Frasier, Magician (~280 attendees)

Youth Services Contests

- Summer Reading Week 5 Guessing Game—143 participants (ages 17 & under)

- Summer Reading Week 6 Hillsboro Hops Ticket Raffle—99 participants (ages 17 & under)
- Summer Reading Week 7 Guessing Game—142 participants (ages 17 & under)
- Summer Reading Week 8 Guessing Game—121 participants (ages 17 & under)
- Summer Reading Week 9 Guessing Game—177 participants (ages 17 & under)

Volunteer recruitment & training continues

Library staff attended various regional, City and WCCLS meetings: Policy Group, Cataloging, CircUs, WUG and OLA/Public Library Division

Library Business & News

Crystal Garcia and Adam Carlson graduated from ESU with their MLS degrees.

We have two new Read to the Dogs teams: Linda and Sasha and Cristi and Karma.

New web site is up and running. Library web site has migrated from Plinkit to the City of Sherwood web site.

The dumpsters now have locks. We had a few incidents with garbage being pulled from the dumpsters. Some of it was donuts from Sesame Donuts. The question was asked if the day old donuts could be donated rather than thrown away. North will check on this.

North reported the fabric chairs will soon be reupholstered.

We had a guest speaker at the staff in-service. We talked about what we count and that maybe circulation is not the best measure. Web page hits might be a better measure. We know we are busy and are looking at better ways to measure our service.

Jan Withee, our shelve of 19 years will retire on September 30th. The job posting is on the city web site.

We are closing out Summer Reading. 300 kids have completed so far. We had 1300 sign-ups. We usually have a 40-45 percent completion rate.

Adult Reading Program was very successful. Crystal Garcia promoted and organized.

The Library was closed for Labor Day.

Pinn and Adam held two Library2Go training sessions – one on Saturday and one on Wednesday evening. Their goal was to get feedback on what people need.

Teen Advisory Board will meet again September 5th at 3:30 pm.

Crafternoon set for September 18th from 3:30-5 pm.

Do-it-yourself bulletin board program September 25th from 3:30-5:30 pm.

Saturday Family Storytime-September 28th from 10-11 am.

In October, Richard Schneider will return with an Estate Planning Workshops.

In November, author Bob Welch will be here with two presentations – one for children and one for adults. Sponsored by the Friends.

In February Symphony Storytime will return.

Other Business

Board was asked to review 6 ALA policies for a vote to adopt. A motion was made by Pat to adopt the 6 ALA policies. Jack seconded the motion and the policies were unanimously approved.

North discussed the survey results and will provide a link so Board members can view the results. There were 2,00 responses and it was a voluntary group of people, not a random sample. 5% of the respondents were from Sherwood. 88% percent of respondents are happy with services and 73% feel the libraries make good use of taxpayer dollars.

Pat asked about the Challenging Situations workshop. North explained it is designed to give staff strategies for dealing with difficult patrons including belligerent patrons, patrons with personality disorders, homeless patrons.

The \$1.00 a day fine for late videos was discussed again. North advised that Sherwood was on board with reducing the fine, but it has to be a county-wide decision and many libraries rely on the revenue from those fines. It is discussed annually at the county level.

Discussed charges for damaged items. Processing charges are for re-ordering, re-cataloging, and processing (labels, covers, property stamps, etc.) the replacements.

North was asked when the Friends bookshelf would be installed and she is checking on that.

Board expressed compliments to Crystal and Pinn on their book displays.

Questions were asked about banned books. There are lists available online and the question was asked if some are still banned. There are some that are banned in some places.

The next Board meeting will be on Wednesday, October 16, 2013 at 6:30pm in the Sherwood Library & City Hall, Conference Room A.

Adjournment

The meeting was adjourned at 7:15 pm.

